

## INSTRUCTIONS FOR APPLICATION FOR PAYMENT FORM

### GENERAL

**Item 1:** N/A

**Item 2:** Enter the name and mailing address of the Subcontractor. If applicable, the division of the company performing the subcontract should be entered immediately following the Subcontractor's name.

**Item 3:** Title of the Subcontractor's representative certifying the invoiced costs.

**Item 4:** Enter the invoice number. All invoice requests must be numbered consecutively, beginning with 1.

**Item 5:** Enter the date the invoice was prepared (month/day/year).

**Item 6:** Self-Explanatory.

**Item 7:** Self-Explanatory.

**Item 8:** Self-Explanatory.

### SECTION I

**Item 9:** Self-Explanatory.

**Item 10:** Enter the period of performance of the subcontract beginning with the date WSRC authorized work to begin through the ending date of the subcontract.

**Item 11:** Refer to the subcontract Scope for the type of subcontract.

**Item 12:** Self-Explanatory.

**Item 13:** Enter the name and address of the WSRC Buyer administering the subcontract.

**Item 14:** Enter the name and address of the WSRC Subcontract Technical Representative (STR) assigned to the subcontract.

**SECTION II** - In the space provided in the heading, enter the date through which costs have been accumulated from inception for inclusion in this request for payment.

**Item 15:** Enter the following (a) Enter the total amount of the original subcontract or amount of authorized funding if funding is limited; (b) enter the total amount of funds either

added or subtracted from the original subcontract amount; (c) enter the total authorized amount or limitation of funding as amended (line a + b); (d) enter the total amount invoiced to date (same as item 8).

**Item 16: (No input required for fixed-priced or fixed unit priced subcontracts.)** For all other subcontract types enter the following: (a) enter the number of deliverables (Direct Productive Labor Hours, Number of units, items of data, etc.) authorized by the original subcontract and as amended by subcontract Change Notice; (b) enter the number of deliverables previously invoiced; (c) enter the number of deliverables invoiced during this period; (d) enter the number of deliverables remaining after this request.

**Item 17: (Completion of this item is required only for Service Type Subcontracts valued in excess of \$50,000.)** Enter the following: (a) Self-explanatory; (b) Costs to be shown shall include all costs incurred for material, direct labor, indirect costs, other direct costs, and profit (fee) for which WSRC is liable but has not been invoiced as of the date of this invoice; (c) enter an estimate of the additional costs to be incurred as of the date of the next invoice submittal; (d) self-explanatory.

**Item 18:** Enter the following: (a) Enter the percentage of technical completion. This should represent the actual completion for the Scope of Work/Deliverables; (b) Enter the amount of costs incurred to date divided by the total funding authorized under the subcontract; (c) Subtract the percentage of cost spent to date from the percentage of technical completion (line 18a - line 18b).

**Item 19:** The Subcontractor is to sign and date this request for payment. The Subcontractor representative's signature on this Application for Payment form is certifying compliance with the requirements of the subcontract; that information contained in the Application for Payment is accurate, true and complete; that all claimed costs do not exceed the authorized funding of the subcontract.

**Item 20:** Self-explanatory